



TRANSNATIONAL
E-BUSINESS SOLUTIONS, INC.

On-Line Integrated System User Guide

2019 July 01

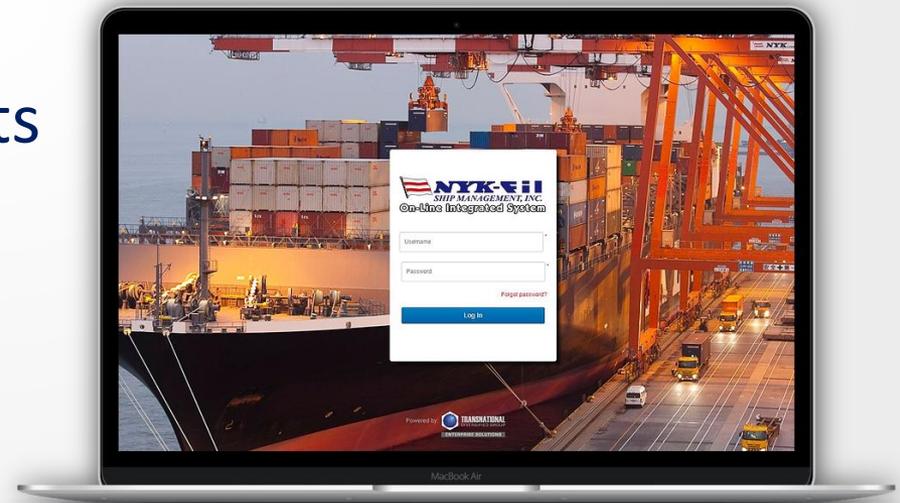
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INTRODUCTION

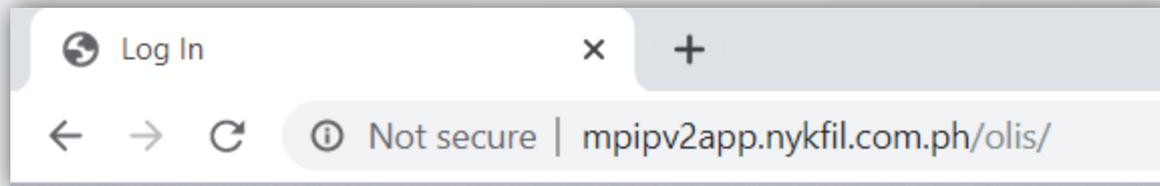
- Welcome to On-Line Integrated System User's Guide. The purpose of this document is to help you gain sufficient knowledge and understanding in using the system.
- OLIS or On-Line Integrated System is a web-based application which used to view allotment pay slip electronically of both NYKFIL crews and their allotees.

Getting Started

- Getting Started
- Logging in to the system
- Home Page
- How to change password
- Signing out from the system

GETTING STARTED

1. Open an internet browser (e.g. Chrome) then type OLIS web address from the browser's address bar.

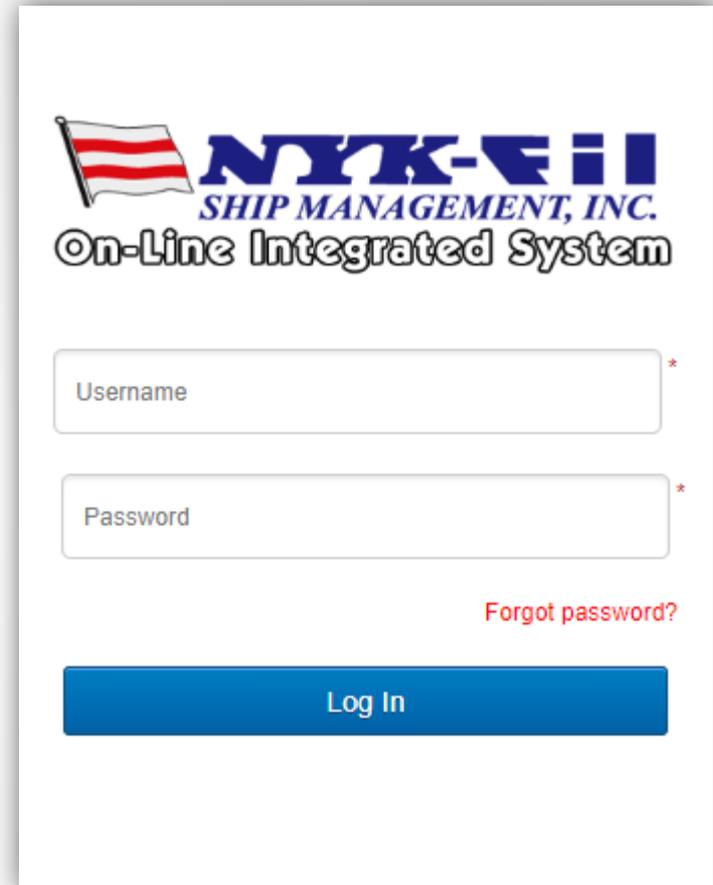


2. Once the system's login page has displayed, you will be required to login.

GETTING STARTED

3. From the login page, enter your username and password from the fields provided.
4. Click **Login** button to enter the system. If you don't have one, please contact the Manning Center.

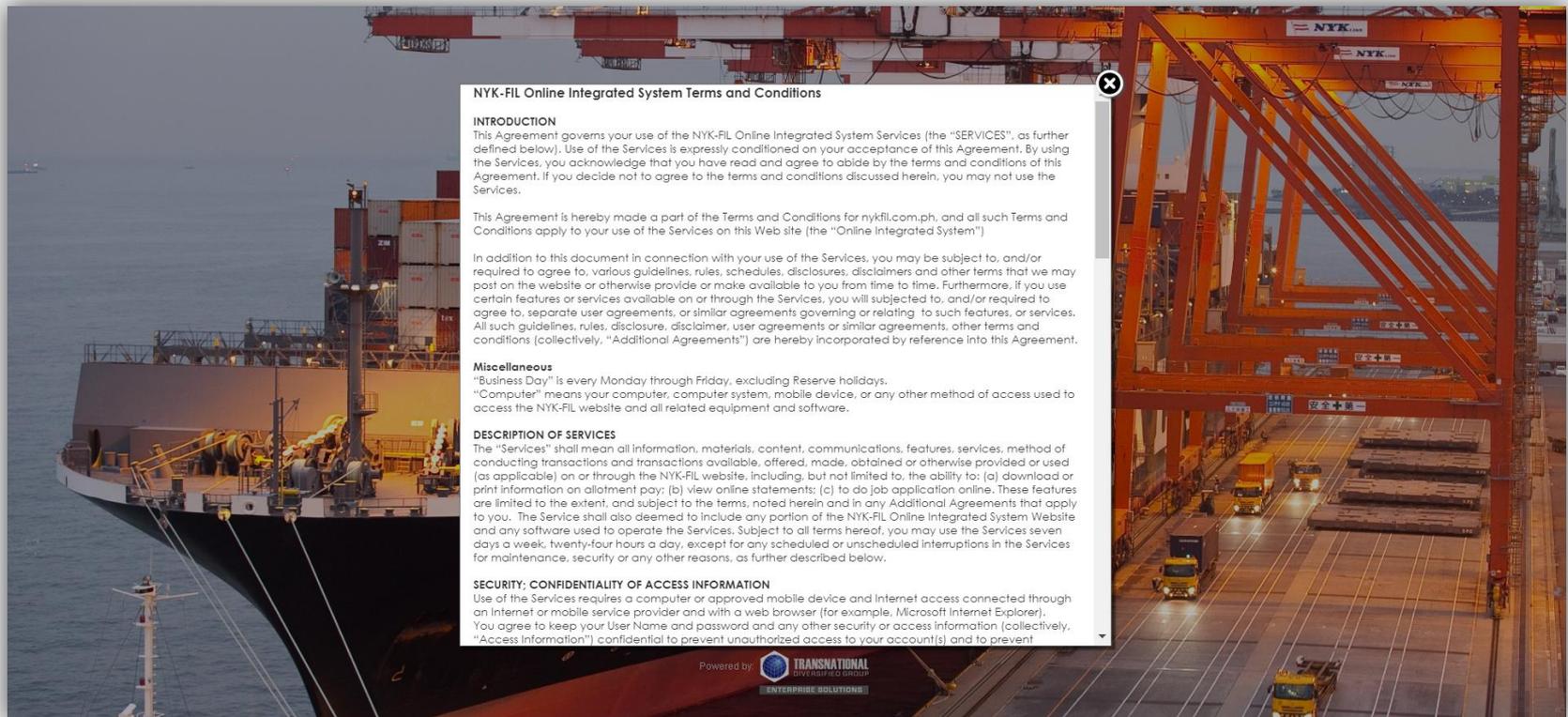
Note: *The Manning Center will generate your user credentials and will be sent through email.*



The screenshot shows the login interface for the NYK-EI I Ship Management, Inc. On-Line Integrated System. At the top, there is a logo featuring a flag with three red horizontal stripes on a white background, followed by the text "NYK-EI I SHIP MANAGEMENT, INC." and "On-Line Integrated System". Below the logo, there are two input fields: "Username" and "Password", each with a red asterisk to its right. To the right of the "Password" field, there is a red link that says "Forgot password?". At the bottom of the form, there is a blue button with the text "Log In".

GETTING STARTED

5. Upon log in, you will be redirected to the Terms and Conditions page. After reading the Terms and Conditions, tick the check box and click **Accept the Terms and Conditions** button to proceed in logging in.



NYK-FIL Online Integrated System Terms and Conditions

INTRODUCTION
This Agreement governs your use of the NYK-FIL Online Integrated System Services (the "SERVICES", as further defined below). Use of the Services is expressly conditioned on your acceptance of this Agreement. By using the Services, you acknowledge that you have read and agree to abide by the terms and conditions of this Agreement. If you decide not to agree to the terms and conditions discussed herein, you may not use the Services.

This Agreement is hereby made a part of the Terms and Conditions for nykfil.com.ph, and all such Terms and Conditions apply to your use of the Services on this Web site (the "Online Integrated System")

In addition to this document in connection with your use of the Services, you may be subject to, and/or required to agree to, various guidelines, rules, schedules, disclosures, disclaimers and other terms that we may post on the website or otherwise provide or make available to you from time to time. Furthermore, if you use certain features or services available on or through the Services, you will be subjected to, and/or required to agree to, separate user agreements, or similar agreements governing or relating to such features, or services. All such guidelines, rules, disclosure, disclaimer, user agreements or similar agreements, other terms and conditions (collectively, "Additional Agreements") are hereby incorporated by reference into this Agreement.

Miscellaneous
"Business Day" is every Monday through Friday, excluding Reserve holidays.
"Computer" means your computer, computer system, mobile device, or any other method of access used to access the NYK-FIL website and all related equipment and software.

DESCRIPTION OF SERVICES
The "Services" shall mean all information, materials, content, communications, features, services, method of conducting transactions and transactions available, offered, made, obtained or otherwise provided or used (as applicable) on or through the NYK-FIL website, including, but not limited to, the ability to: (a) download or print information on allotment pay; (b) view online statements; (c) to do job application online. These features are limited to the extent, and subject to the terms, noted herein and in any Additional Agreements that apply to you. The Service shall also deemed to include any portion of the NYK-FIL Online Integrated System Website and any software used to operate the Services. Subject to all terms hereof, you may use the Services seven days a week, twenty-four hours a day, except for any scheduled or unscheduled interruptions in the Services for maintenance, security or any other reasons, as further described below.

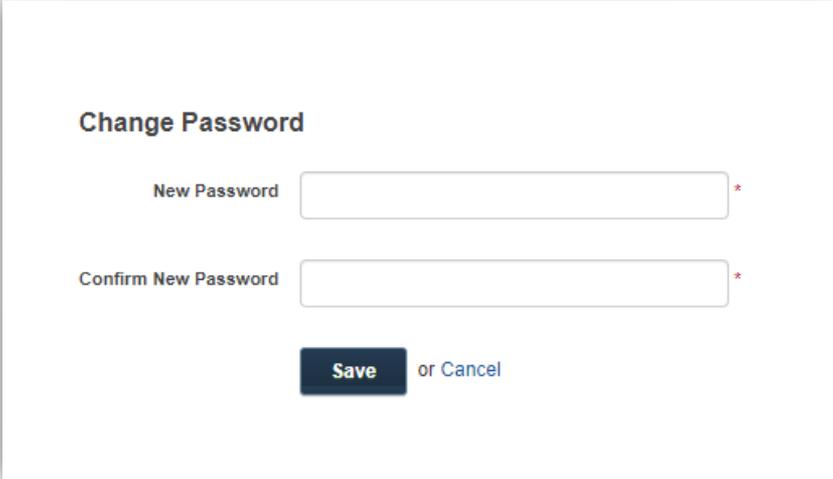
SECURITY; CONFIDENTIALITY OF ACCESS INFORMATION
Use of the Services requires a computer or approved mobile device and Internet access connected through an Internet or mobile service provider and with a web browser (for example, Microsoft Internet Explorer). You agree to keep your User Name and password and any other security or access information (collectively, "Access Information") confidential to prevent unauthorized access to your account(s) and to prevent

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GETTING STARTED

6. Once you have accepted the system's Terms and Conditions, the system will ask you to **change your initial password**.
7. From the page, enter your current and new password from the fields provided, and then Click on **Save**. Otherwise Click on **Cancel**.

Note: *The new password should contain at least eight (8) ALPHANUMERIC (letters and numbers).*



Change Password

New Password *

Confirm New Password *

Save or Cancel

GETTING STARTED

8. A successful log in will allow the system to display the application's home page.

Viewing Rights

- Assigning of Viewing Rights per Allotee

VIEWING RIGHTS

1. To assign viewing rights per allottee, tick the box to enable on what pay slip the allottee should be able to view or generate.

Viewing Rights				3 records
Allottee Type	First Allottee	Second Allottee	Dollar Allottee	
Dollar Allottee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Second Allottee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Allottee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Viewing of Payslip

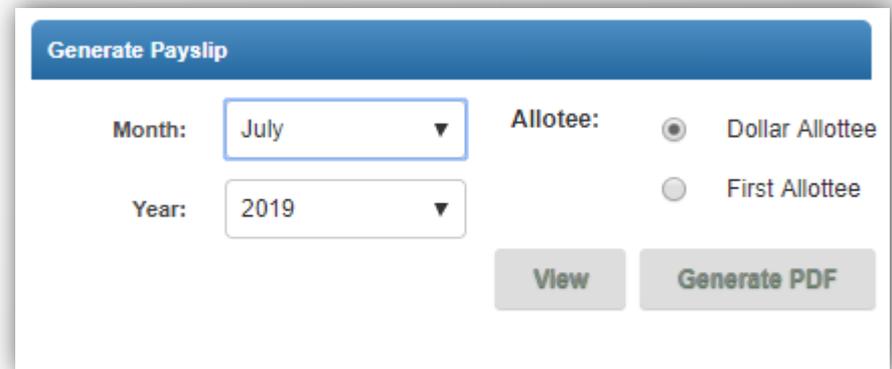
- View and generate Payslip

VIEWING OF PAYSリップ

1. To view the online payslip, select the year and month of the allotment and then select type of allottee payslip.
2. Click on **View** button to preview the payslip through internet browser or click **Generate PDF** to be able to download and save the payslip on your local hard disk.

Note: You need an Adobe Acrobat Reader to be able to view and save your Online Payslip in .pdf format. You may go to www.adobe.com to download the free reader version.

Please ensure that you download a copy of your allotment slip on your own desktop or notebook computer. Otherwise, it may be accessed by the other users.



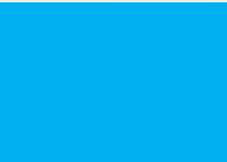
Generate Payslip

Month: July ▼

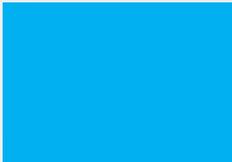
Year: 2019 ▼

Allottee: Dollar Allottee
 First Allottee

View Generate PDF



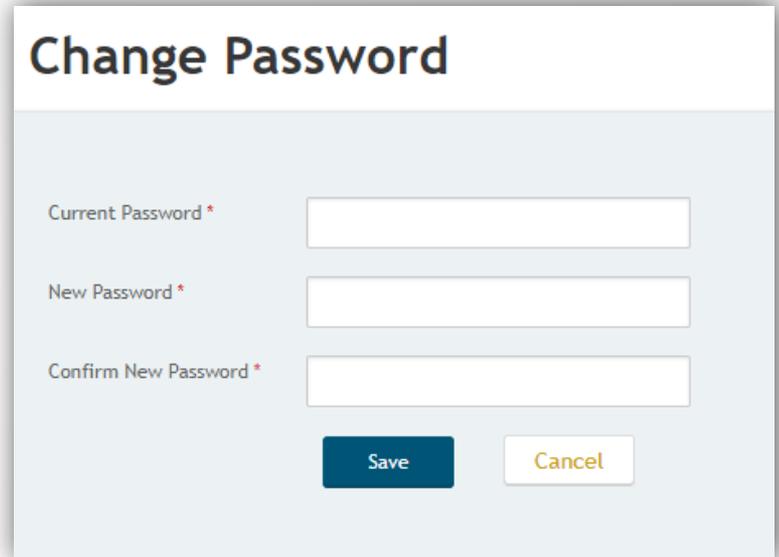
Reset Password



- Resetting of Password

RESET PASSWORD

1. To reset password, click **Forgot Password** link located at the log in page.
2. After clicking the link, you will be redirected to a new page.
3. From the page, you will be ask to input your username. Then click **Submit** button to process your request Otherwise click on **Cancel**.
4. Once request has been submitted, a seafarer will received an email and will be ask to confirm and validate the request.



Change Password

Current Password *

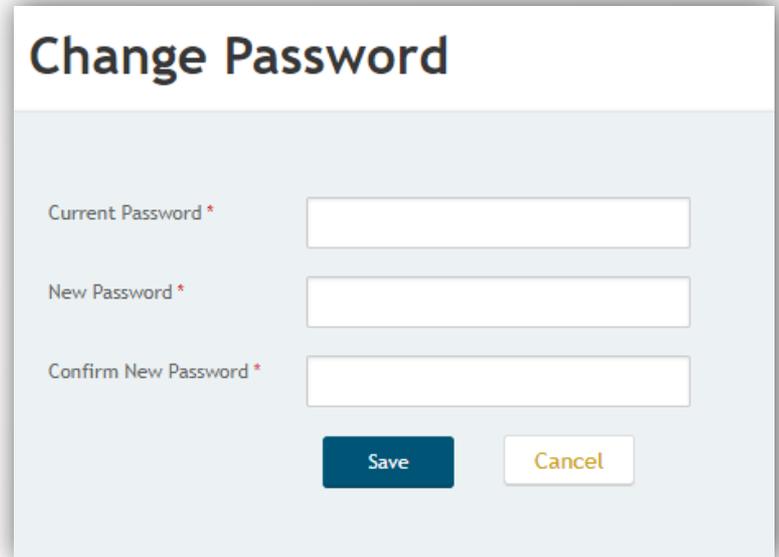
New Password *

Confirm New Password *

Save **Cancel**

RESET PASSWORD

5. To validate, click on the link attached on the email.
6. After clicking the link, you will be redirected to system's resetting password page.
7. From the page, you will be ask to input your new password. Then click **Change Password** button to proceed on your request Otherwise click on **Cancel**.
8. A successful reset password will prompt you a confirmation message and will be require to go back to the login page.



Change Password

Current Password *

New Password *

Confirm New Password *

Save **Cancel**

THANK YOU.

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